

Report Date: 09 May 2014

**Summary Report for Individual Task
805C-LF4-3501
Check the Acceptance of Domestic Mail
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the foreign countries without restrictions. foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: While serving as a Military Postal Clerk you are given the following: 1. Several articles of mail 2. Domestic Mail Manual (DMM) 3. Student Handout 4. NOTICE 123, RATEFOLD 5. Department of Defense (DOD) 4525.6-M Postal Manual 6. Rubber Stamps - First Class, Priority, Pal Stamps, and SAM 7. USPS Label 11-B (Express Mail Post Office to Addressee) 8. Point of Sale (POS), CPU, Keyboard, Wand, Receipt Printer, Clerk Display Monitor, Postage Validation Imprinter (PVI).

Standard: Accept and process domestic mail by using the correct forms and endorsements, assess the correct amount of postage and fees, determine if mail is mailable and verify the customer's authorization to use the Military Post Office (MPO) with no errors in order to achieve a minimum of 80% on a performance-based test.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Ensure the window clerk verifies the customer is an authorized user of the Military Post Office (MPO).
 - a. Check customer's military identification card.
 - b. Check customer's military dependent identification card.
 - c. Check customer's DoD civilian contractor identification card.
 - d. Check customer's military retiree identification card.
2. Ensure the window clerk determines if the letter or parcel received from customer is mailable according to its:
 - a. Contents.
 - (1) Customer used the correct custom form.
 - (a) Mail addressed to any military post office weighing over 16 oz must bear USPS Form 2976 (Customs-CN22).
 - (b) Mail addressed to certain military post offices overseas requires that USPS Form 2976-A (Customs Declaration and Dispatch Note) be completed.
 - (2) Ensure the window clerk reviews the customer's custom form for the list of contents and check those contents, with the required reference for mailability.
 - (a) Ensure the window clerk verifies that the customer has signed and dated the customs form.
 - (b) Ensure the window clerk verifies that the customer has checked one of the following blocks: gift, merchandise, or fragile.
 - (c) Ensure the window clerk detaches and retains white portion of USPS Form 2976 in post office records for 30 days after mailing.
 - (d) Ensure the window clerk detaches and retains the fourth copy of USPS Form 2976-A in post office records for 30 days after mailing.
 - (e) Ensure the window clerk encloses the three remaining pages of the USPS Form 2976-A into USPS Envelope 2976-E (Customs Declaration and Dispatch Envelope) and attaches on the outside of the article.
 - b. Size and weight.
 - (1) Express Mail.
 - (a) Maximum weight of 70 pounds.
 - (b) Maximum length and girth of 108 inches.
 - (2) Ensure the window clerk reviews the customer's custom form for the list of contents and check those contents with the required reference for mailability.
 - (a) Weighs 13 ozs or less.

(b) Minimum of 3 1/2 inches by 5 inches and a maximum of 6 1/8 inches by 11 1/2 inches.

(3) Priority Mail.

(a) Articles weighing over 13 ounces and a maximum of 70 pounds.

(b) Minimum of 3 1/2 inches by 5 and a maximum length and girth combined of 108 inches.

(4) Parcel Post Mail.

(a) Maximum weight of 70 pounds.

(b) Minimum of 3 1/2 inches by 5 and a maximum length and girth combined of 130 inches.

(c) Articles with a length and girth combined greater than 108 inches are considered oversized.

(5) Media Mail and Library Mail.

(a) Maximum weight of 70 pounds.

(b) Minimum of 3 1/2 inches by 5 and a maximum length and girth combined of 108 inches.

(6) Parcel Air Lift (PAL) Mail.

(a) Maximum weight of 30 pounds.

(b) Minimum length and girth combined 3 1/2 inches by 5 inches, and a maximum length and girth of 60 inches.

c. Acceptable containers for wrapping and packing.

(1) Paperboard boxes may be used for easy and average loads up 10 pounds.

(2) Metal-stayed paperboard boxes may be used for easy and average loads up to 20 pounds.

(3) Solid and corrugated fiberboard boxes may be used according to the limits as specified to the chart in C010.3.3 of the Domestic Mail Manual, unless otherwise specified.

(4) Wood, metal, or plastic boxes may be used for all types of loads, assuming adequate construction.

(5) The size of the box must be adequate to contain the items and provide enough space for cushioning material.

(6) Good, rigid, used boxes with all flaps intact are acceptable. Any and all shipping labels must be removed from the box.

d. Proper addressing.

(1) Envelopes must have a return address and a to address in order for the item to be accepted for mailing. Return address must be in the upper left hand corner of the envelope and must contain the mailers grade; full name, including first name and middle name or initial; unit number; and APO AA, APO AE, or APO AP (depending on the location of the unit).

(2) To address must be centered on the lower right hand side of the article. It must include the persons name, post office box number or street address, and the city, state, and zip code.

3. Ensure the clerk processes an accepted article of mail (letter or parcel) using manual methods.

a. Ensure the window clerk measures and weighs the accepted article of mail to ensure that it meets size and weight standards for domestic mail.

b. Ensure the window clerk identifies the appropriate zone for article of mail using the USPS Zone chart.

c. Ensure the window clerk computes the correct postage for the accepted article of mail using USPS Notice 123.

(1) For articles being sent Priority Mail and Parcel Post Mail, weighing less than 15 pounds and having a length and girth combined over 84 inches, must be charged the 15 pound rate of postage.

(2) For articles being sent Parcel Post Mail and exceeding one of the following: a length of 34 inches; a height of 17 inches; or a width of 17; the mailing box is made of wood; books weighing more than 25 pounds; or a tube, must be charged non machinable mailing rates.

(3) All articles, regardless of weight and customer's instructions, that have a length and girth combined greater than 108 inches, but not exceeding a length and girth combined of 130 inches, must be sent Parcel Post Mail and charged the oversized rate of postage.

d. Ensure the window clerk cancels the postage stamps on the package using the appropriate canceling device.

4. Ensure the window clerk processes an accepted article of mail (letter or parcel) using an Point of Sale System (POS).

a. Ensure the window clerk measures and weighs package to ensure that package meets size and weight standards for domestic mail.

b. Ensure the clerk presses the class of mail key that corresponds to the customer's mailing instructions.

(1) Express Mail.

(2) First Class Mail.

(3) Priority Mail.

(4) Parcel Post Mail.

(5) Media Mail.

(6) Library Mail.

(7) Parcel Air Lift (PAL) Mail.

c. Ensure the window clerk inputs the destination zip code for the article after selecting the appropriate class of mail key, the POS will select the correct zone.

d. After entering the destination zip code, the POS will automatically calculate the postage.

(1) For articles being sent Priority Mail and Parcel Post Mail, weighing less than 15 pounds and having a length and girth combined over 84 inches, must be charged the 15 pound rate of postage. Ensure the window clerk charges the 15 pound rate by pressing the oversize surcharge key and selecting option number 2.

(2) For articles being sent Parcel Post Mail and exceeding one of the following a length of 34 inches, a height of 17 inches, or a width of 17 inches; the mailing box is made of wood; books weighing more than 25 pounds; or a tube, is liable for an additional non machinable mailing surcharge. Ensure the window clerk charges the non machinable surcharge by pressing the oversize surcharge key and selecting option number 4.

(3) All articles, regardless of weight and customer's instructions, that have a length and girth combined greater than 108 inches, but not exceeding a length and girth combined of 130 inches, must be sent Parcel Post Mail and charged the oversized rate of postage. Ensure the window clerk charges the oversize rate of postage by pressing the oversize surcharge key and selecting option number 3.

e. Ensure the window clerk affixes the correct postage on the article for mailing.

(1) Postage Stamps.

(a) Customer's can purchase individual postage stamps for the mailing fee.

(b) Ensure the window clerk affixes the postage stamps in the upper right hand corner of the address side of the article and cancels them with the hand canceling rubber stamp.

(2) Postage Validation Imprinter (PVI) Postage Meter Tape.

(a) Ensure the window clerk prints a PVI postage meter tape by pressing the PO/METER key. The imprinter will automatically print the correct postage meter tape for you.

(b) Ensure the window clerk affixes the PVI postage meter tape in the upper right hand corner of the address side of the article.

(c) PVI postage meter tapes are not required to be canceled.

(3) Postage Meter Machine Postage Meter Tape.

(a) Ensure the window clerk prints a Postage Meter Machine postage meter tape by adjusting the dollar amount levers on the postage meter head to the correct postage, and then by pressing the print lever on the postage meter base.

(b) Ensure the window clerk affixes the Postage Meter Machine postage meter tape in the upper right hand corner of the address side of the article.

(c) Postage Meter Machine postage meter tapes are not required to be canceled.

5. Ensure the window clerk endorses the accepted article of mail using the correct class rubber stamp(s) or label(s).

a. Express Mail.

(1) Customer must fill out a PO to Addressee Express mail label, Label 11-B. Ensure the window clerk then enters the amount of postage required in the postage and total blocks of the label. Ensure the window clerk then places the label on the article and gives the customer the second copy of the 11-B and forwards the third copy to the appropriate Express Mail Data Collection Office.

(2) Ensure the window clerk also places Label 86 - Military Express Mail Service on the article.

b. First Class Mail. Endorsement must be centered to the right of the return address and above the mailing address.

c. Priority Mail.

(1) Endorsement must be centered to the right of the return address and above the mailing address.

(2) Ensure the window clerk stamps the endorsement for Priority Mail using the hand stamp or he or she can use the Label 107- Priority Mail sticker.

d. Parcel Post Mail. Endorsement must be centered to the right of the return address and above the mailing address.

e. Media Mail. Endorsement must be centered to the right of the return address and above the mailing address.

f. Library Mail. Endorsement must be centered to the right of the return address and above the mailing address.

g. Parcel Air Lift (PAL) Mail. Endorsement must be centered to the right of the return address and above the mailing address.

6. Ensure the window clerk collects the correct amount of money required for postage from the customer.

a. If necessary, ensure the window clerk gives the customer correct amount of change due back.

b. Ensure the window clerk gives the customer a receipt for the transaction.

7. Make on-the-spot corrections for any errors or incorrect procedures made by the window clerk.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: None

Evaluation Preparation: None

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Ensured the window clerk verified the customer was an authorized user of the MPO.			
2. Ensured the window clerk determined if the letter or parcel received from customer was mailable.			
3. Ensured the clerk processed an accepted article of mail (letter or parcel) using manual methods.			
4. Ensured the window clerk processed an accepted article of mail (letter or parcel) using an POS.			
5. Ensured the window clerk endorsed the accepted article of mail using the correct class rubber stamp(s) or label(s).			
6. Ensured the window clerk collected the correct amount of money required for postage from the customer.			
7. Made on-the-spot corrections for any errors or incorrect procedures made by the window clerk.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DMM	Domestic Mail Manual	Yes	No
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	DMM	Domestic Mail Manual	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	USPS ENVELOPE 2976-E	Customs Envelope	Yes	No
2.	USPS FORM 2976	Customs--CN 22 (Old C1) Sender's Declaration	Yes	No
2.	USPS FORM 2976-A	Customs Declarations and Dispatch Note	Yes	No
3.	DMM	Domestic Mail Manual	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	USPS NOT123	Ratefold	Yes	No
4.	DMM	Domestic Mail Manual	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
5.	DMM	Domestic Mail Manual	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
5.	USPS LAB107	Priority Mail Sticker	Yes	No
5.	USPS LAB11B	Express Mail Post Office to Addressee Service	Yes	No
5.	USPS LAB86	Express Mail--Military Service	Yes	No
5.	USPS OFFICIAL ZONE CHART	USPS Official Zone Chart	Yes	No
6.	DMM	Domestic Mail Manual	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	Yes	No
7.	DMM	Domestic Mail Manual	Yes	No
7.	DOD 4525.6-M	DoD Postal Manual	Yes	No
7.	USPS OFFICIAL ZONE CHART	USPS Official Zone Chart	Yes	No
7.	USPS POS103	Postage Rates, Fees and Information	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert of ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF5-1201	Accept Domestic Mail	805C - Adjutant General (Individual)	Obsolete

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None